



# FIXED ASSET TRANSFER FORM



Name: \_\_\_\_\_ Department: \_\_\_\_\_ Date: \_\_\_\_\_

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## 1. ASSET DETAIL:

Item Description: \_\_\_\_\_ PLEASE INCLUDE PICTURE(S)

Manufacturer: \_\_\_\_\_

Year & Model: \_\_\_\_\_

Serial Number: \_\_\_\_\_

(If applicable) Fleet ID Number: \_\_\_\_\_ License Plate Number: \_\_\_\_\_

Barcode Number: \_\_\_\_\_

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## 2. TRANSFER DETAIL:

Current Department: \_\_\_\_\_ Current Location: \_\_\_\_\_

New Department: \_\_\_\_\_ New Location: \_\_\_\_\_

Date Transferred: Month \_\_\_\_\_ Day \_\_\_\_\_ Year 20 \_\_\_\_\_

Briefly explain why asset is being transferred:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## 3. COMMUNICATION DETAIL:

Submitted by (signature): \_\_\_\_\_ Date \_\_\_\_\_

Finance received by (signature): \_\_\_\_\_ Date \_\_\_\_\_

Asset transferred in accounting system (signature): \_\_\_\_\_ Date \_\_\_\_\_

# HOW TO: Fill out this fixed asset TRANSFER form

This form needs to be completed for ALL assets transferred with a value of greater than \$500, which are highly susceptible to theft, and/or can be used for more than one (1) year.

**Put your name, department name, and today's date on the first line**

## 1. Asset Detail Section

- a. *Item Description*: Briefly and specifically describe what the asset is. (Ex. Pickup truck)
- b. *Pictures*: Please take a picture of the asset from a few different angles. Try to include in the picture identifying marks, such as fleet ID number, license plate number, etc.
- c. *Manufacturer*: The name of the company that manufactured the asset (Ex. Ford)
- d. *Year & Model*: The specific year & model of the asset (Ex. 2012, F250)
- e. *Serial Number*: The serial number should be found somewhere on the item, the length of the series of numbers/letters will vary. Please double check the number to make sure it is correct. Also check the number against the Vehicle title or other identifying document if applicable.
- f. *Fleet ID number*: This number has been assigned by the fleet department.
- g. *License Plate number*: This number has been assigned by the Motor Vehicle Division.
- h. *Barcode number*: 4 digit code found on the barcode that is affixed either to the asset or to the deed or title.

## 2. Transfer Detail Section

- a. *Current Department*: The department currently in possession of the asset.
- b. *Current Location*: The building name and the room name and NUMBER where the asset is currently located.
- c. *New Department*: The department where the asset will be moved to.
- d. *New Location*: The building name and the room name and NUMBER where the asset will be moved to.
- e. *Date Transferred*: The date the asset is actually moved to the new department.
- f. *Briefly explain why asset is being transferred*: Provide a brief, yet specific explanation as to why the asset is being transferred.

## 3. Communication Detail Section:

- a. Please sign the form once completed.
- b. Write the date the form is completed.

## 4. SCAN AND EMAIL paperwork to PURCHASING AGENT within 10 business days of transfer:

- a. Make a copy of this form, all other necessary paperwork, and pictures and keep for your records.
- b. Scan and email the following necessary paperwork to the Finance Department's purchasing agent within 10 business days of the asset being transferred:
  - i. This original fixed asset **TRANSFER** form
  - ii. Picture(s)
  - iii. Transfer memo
  - iv. Other supporting documentation in your possession